Include	Action	Person	Begin Date	Completed Date	Comments
1 - Planning Phase					
Preliminary Work-Requirements					
	Review Requirements Document *(if needed)*	Testers	N/A	N/A	
	Request clarification *(if needed)*	Testers	N/A	N/A	
	Attend requirements meetings *(if requested)*	Testers	N/A	N/A	
Preliminary Work-System Design					
Yes	Review System Design Document	Tester(s)	04/09/07	04/16/07	
	Request Clarification *(if needed)*	Tester(s)	N/A	04/17/07	
	Attend Design Meetings *(if requested)*	Tester(s)	N/A	N/A	
	Gather Information *(Review programs involved. Be familiar with those not affected by enhancement.)*	Lead Tester	04/09/07	04/16/07	Determine if any overnight processing is needed and the impact on System Testing. Notify Deloitte Track Manager.
Test Plan Development					
Yes	Create Enhancement Workbook in SharePoint	Lead Tester	N/A	04/19/07	T:\50- Active Enhancements\Enhancement Spreadsheets
Yes	Create Scenarios Documentation Folder		N/A	04/19/07	T:\50- Active Enhancements\Enhancement Documentation
Yes	Create Scenario Discrepancies Documentation Folder		N/A	04/19/07	As a subfolder in Documentation folder
Yes	Schedule Brainstorming Session	Lead Tester	N/A	04/18/07	Include the Lead DTM Lead BSC *(Others optional)*
Yes	Develop High Levels	Lead Tester	04/18/07	04/19/07	Email High Levels to Lead DTM & BSC
Yes	Review High Levels	Lead DTM & BSC			
	Schedule follow up meeting to finalize High Levels *(if needed)*	Lead BSC	N/A	N/A	
Yes	Finalize High Levels	Lead Tester	N/A	04/20/07	Based upon input from Lead DTMs and BSCs
Yes	Develop Scenarios	Lead Tester	04/19/07	04/24/07	Others may assist if necessary
Yes	Initial review of System Test Plan	Test Manager/Sr. Tester	N/A	04/24/07	Review for spelling, grammar, uniformity, etc.
Yes	Update System Test Plan	Lead Tester	N/A	N/A	Modify scenarios based on comments from the Test Manager/Lead Tester
Yes	Review of System Test Plan	Lead DTM			Review for accuracy & completeness
Yes	Review of System Test Plan	Lead BSC			Review for accuracy & completeness
Yes	Update System Test Plan	Lead Tester			Add/Delete/Modify Scenarios based on comments from the Lead DTM & BSC

Enhancement Work Plan Tab

Include	Action	Person	Begin Date	Completed Date	Comments
2 - Execution Phase					
Yes	Add a SCN Component to all enhancement PCRs and assign to the Lead Tester	Test Manager	N/A		In PTS
Yes	Change Enhancement PCRs/Bundle Statuses In PTS and Add System Testing Note	Test Manager	N/A		Change to 'DC Testing In Progress'.
Yes	Send email to Lead DTM & BSC that ST is starting.	Lead Tester	N/A		
Yes	Test scenarios *(Includes documenting the results in Word and updating the status of the Scenarios in the Enhancement Workbook during testing.)*	Testers			
	Keep Test Team informed of SDD/SDS updates	DTM			Email of changes along with a new version of SDD/SDS after changes are made.
	Document discrepancies & notify enhancement leads via discrepancy email.	Lead Tester			• Send email with description of issue using standard discrepancy template • Update scenario status to 'Discrepancy'. • Change related scenario(s) status(es) to 'On Hold'. • Mark discrepancy status as 'Outstanding'.
	Resolve discrepancies & notify tester by replying to original discrepancy email from Lead Tester.	DTM			Reply to initial email from Lead Tester with explanation of what was done regarding the discrepancy.
	Update discrepancies with comments from DTM email	Lead Tester			
	Retest Resolved Discrepancies	Testers			• Retest Scenario or Discrepancy. • Update discrepancy scenario status to 'In Review' • Change related 'On Hold' scenarios statuses to 'In Progress' • Update discrepancy status to 'Resolved' and add date retested.

Enhancement Work Plan Tab

Include	Action	Person	Begin Date	Completed Date	Comments
	3 - Closing Phase				
Yes	Email Test Manager/Sr. Tester that there are scenarios to be reviewed.	Lead Tester			Testing does not have to be completed for scenarios to be reviewed. However, only one person may be in the workbook at one time.
	Review System Test Results	Test Manager/Sr. Tester			• Review scenarios & documentation marked as 'In Review' for spelling, grammar, uniformity, continuity between scenario and documentation, etc. • Change reviewed scenario statuses to 'Reviewed' • Enter 'QA' in QA Column and add comments for unacceptable scenarios.
	Update QA Scenarios	Lead Tester			Delete 'QA' after appropriate fixes are made.
Yes	Email Lead DTM & BSC that there are scenarios to be approved.	Lead Tester			Delete 'QA' after appropriate fixes are made.
Yes	Ask Lead BSC if they want to meet to discuss overall test results.	Lead Tester			
Yes	Review System Test Results	Lead DTM			• Review scenarios & documentation marked as 'Reviewed' against SDD for accuracy & completeness, etc. • Change all correct scenario statuses to 'Approved' • Enter 'QA' in QA Column and add comments for unacceptable scenarios.
Yes	Review System Test Results	Lead BSC			• Review scenarios & documentation marked as 'Reviewed' against SDD for accuracy & completeness, etc. • Change all correct scenario statuses to 'Approved' • Enter 'QA' in QA Column and add comments for unacceptable scenarios.
	Update DTM & BSC QA Scenarios as appropriate	Lead Tester			Delete 'QA' after appropriate fixes are made.
Yes	Change Enhancement PCRs Statuses In PTS	DTM	N/A		Change to 'DC Testing Complete'.
	Send email that testing is complete for the enhancement.	Lead Tester	N/A		

Throughout process, notify DTM and BSC when a deadline may not be met.

Enhancement Work Plan Tab